COMPLIANCE COMPONENT

Updated: 7/22/05

DEFINITION	
Name	Uniform Resource Locator (URL) Naming Standards
Description	URLs are the addresses by which resources located on the web are identified and typically consist of three parts: • Protocol (e.g. http, https, ftp) • Domain name (e.g. www.mo.gov) • Path to file (e.g. home/index.html) The 'protocol' is the method of transport and/or delivery. The 'domain name' is the base (root) web address and is linked to a particular computer. The 'path to file' represents the physical location of the directory and/or file on the computer.
Rationale	Web browsers and servers can differ in how they handle URLs. Items such as case-sensitivity and embedded spaces in URLs are not always handled consistently.
Benefits	By setting guidelines on how URLs are named, web developers can reduce or eliminate problems web visitors may encounter in regards to browser and web server inconsistencies.

ASSOCIATED ARCHITECTURE LEVELS	
Specify the Domain Name	Interface
Specify the Discipline Name	Branding
Specify the Technology Area Name	Standards
Specify the Product Component Name	

COMPLIANCE COMPONENT TYPE	
Document the Compliance Component Type	Guideline
Component Sub-type	

COMPLIANCE DETAIL	
State the Guideline, Standard or Legislation	• In order to avoid problems with case-sensitivity, URL names should use lower-case letters. Some servers are case-sensitive in their treatment of file names, e.g. "myfile.html" is not the same as "myFILE.html". • URL names should be simple, understandable words; be kept as short as possible without becoming cryptic; and be easy to read, remember and type. • URL names should NOT include spaces. If two words in a file name must be separated for readability, use an underline (_) to separate the two words (e.g. "file name.html" vs. "file_name.html"). • Some characters, including the quotes, <, >, % and # symbols are un-safe due to their special meanings within web software and should only be used for their intended purposes. Developers should research and understand the use of special characters and use them only when appropriate. Additional information can be located at: http://www.w3.org/Addressing/rfc1738.txt. • Avoid redundant terms (e.g. privacy/plan/ instead of privacy/privacy-plan/). • Shorten compound names (e.g. finance for Financial Management). • URL names should not change too often, otherwise it can create broken links

	from other sites. Therefore, it is important to create URLs that don't need to change. When changed, a redirect to the new page should be included where possible. Site developers should keep in mind future growth of the site (and naming conventions) in order to minimize having to rename URLs. • The use of URLs containing passwords that should be secret is not recommended. NOTE: Lotus Domino-generated web sites generally will be exempt from the above requirements as URL names are dynamically generated from within the Domino infrastructure, and Domino conventions for URLs do not conform to the above guidelines.
Document Source Reference #	http://www.w3.org/Addressing/rfc1738.txt

Compliance Sources			
Name	World Wide Web Consortium	*Website*	http://www.w3.org
Contact Information			
Name		*Website*	
Contact Information			

KEYWORDS	
List Keywords	URL, Uniform Resource Locator, URL Naming Standards, http, https, ftp, link

COMPONENT CLASSIFICATION				
Provide the Classification	☐ *Emerging*	☒ *Current*	☐ *Twilight*	☐ *Sunset*
Sunset Date				

COMPONENT SUB-CLASSIFICATION

Sub-Classification	Date	Additional Sub-Classification Information
☐ *Technology Watch*		
☐ *Variance*		
☐ *Conditional Use*		

Rationale for Component Classification	
Document the Rationale for Component Classification	

Migration Strategy	
Document the Migration Strategy	

Impact Position Statement	
Document the Position Statement on Impact	

CURRENT STATUS	
Provide the Current Status	☐ *In Development* ☐ *Under Review* ☒ *Approved* ☐ *Rejected*

AUDIT TRAIL			
Creation Date	12/29/04	*Date Approved / Rejected*	9/27/05

Reason for Rejection			
Last Date Reviewed		Last Date Updated	
Reason for Update			